



## Weekly Memo

### Action Items

#### **American Rescue Plan Elementary and Secondary School Emergency Relief Fund**

The American Rescue Plan Elementary and Secondary School Emergency Relief Fund allows states to apply for federal education funds in several different categories. As Florida is developing its application, we are reaching out to stakeholder groups for feedback on proposed initiatives within the following four themes:

- Closing Achievement Gaps
- Drastically Increasing Reading and Math Outcomes
- Drastically Increasing Outcomes Across Other Content Areas
- Enhancing Student Services and Supports

Please complete the stakeholder survey by **July 30, 2021**, to indicate your thoughts on the proposed initiative concepts. To view and complete the survey, go to <https://www.surveymonkey.com/r/FLARRESSEf>.

#### **Autism Navigator for Classroom Success in Prekindergarten (PreK) Through Second Grade**

This no-cost, six-week webinar is a companion to the Autism Navigator Classroom Success course and will take place on Wednesdays beginning **July 21, 2021**, from 3:30 to 5 p.m., EDT. This webinar is open to all interested individuals, who will learn about an evidence-based framework to prioritize goals using a lens of active engagement and a layer cake of teaching strategies to promote learning and positive behavior. Video examples and audience participation will be used to illustrate how to apply this model to both in-person and virtual classrooms, and to teach parents strategies to support their child's learning in everyday activities at home. For more information and to register, go to <https://autismnavigator.com/webinar-autism-navigator-for-classroom-success-in-prek-through-2nd-grade/>. For questions, contact Catherine Zenko at [catherine.zenko@med.fsu.edu](mailto:catherine.zenko@med.fsu.edu).

#### **The Resource Materials and Technology Center for the Deaf/Hard of Hearing (RMTC-D/HH)— See the Sounds Visual Phonics**

The RMTC-D/HH is excited to offer "See the Sounds Visual Phonics" on **July 22 and 23, 2021**, virtually in real time. Each training day will begin at 9:30 a.m. EDT, and participants must attend both days. In this training, participants will learn the 52 sounds of the English language and how to represent them visually via hand movements and symbols. This training will provide methods for

implementing the use of Visual Phonics in the classroom as well as progress monitoring tools for tracking student progress in learning phonemic awareness, phonics and sounding out words. Visual Phonics is not an additional curriculum, but is a strategy that can be integrated into existing phonics-based curricula or interventions. For more information and to register, go to <http://events.r20.constantcontact.com/register/event?oeidk=a07ei3xzn00750b08a3&llr=nozl6lfab>. For questions, contact Jennifer Coburn at [Jennifer.Coburn@fldoe.org](mailto:Jennifer.Coburn@fldoe.org) or Carmelina Hollingsworth at [c.hollingsworth@rmtcdhh.org](mailto:c.hollingsworth@rmtcdhh.org) or by phone at 800-356-6731.

### **Position Available in the Bureau of Exceptional Student Education (BESE)**

BESE is seeking a program specialist for the autism spectrum disorder (ASD) program in the Instructional Support Services Unit. This position is located in Tallahassee. This position is for the state representative for ASD and works with district and special project liaisons regarding compliance with federal and state requirements in accordance with the Individuals with Disabilities Education Act. The application deadline is **July 27, 2021**. To view the job description and to apply, go to <https://jobs.myflorida.com/job/TALLAHASSEE-PROGRAM-SPECIALIST-IV-DOE-48003071-FL-32399/765367800/>.

### **Transition to the Child Outcome Summary (COS) Cooperative Calls**

Technical Assistance and Training System (TATS), the BESE PreK discretionary project, will be supporting districts with the required transition to the COS by offering monthly cooperative calls. The cooperative calls will affect all districts in need of support with the State Performance Plan/Annual Performance Report Federal Part B Indicator 7. The next Community of Practice meeting, scheduled for 10 a.m. on **July 28, 2021**, will cover ongoing progress monitoring to support high-quality interventions and the COS Interim/Exit rating. Additional meetings will occur on the last Wednesday of each month. Invitations have been sent to district contacts. District contacts may choose to invite others in the district who may benefit from participating. For registration questions, contact Debbi Nicolosi at [tats-fiu@ucf.edu](mailto:tats-fiu@ucf.edu).

### **COS Training**

PreK COS Teacher Training sessions will be offered virtually, via Zoom, by TATS at the beginning of the 2021-22 school year. District administrators can select one of the three training days, **August 4, 6 or 9, 2021**, offered for participating staff and each day's session will be from 8:30 a.m. to 3 p.m. EDT. District administrators should include PreK teachers and other staff members that will be involved in the COS process. All trainings will be done by TATS to support the transition to the COS, which began on July 1, 2021. The offered trainings are in support of Preschool Child Outcomes - Federal Part B Indicator 7. For districts to register, go to [http://ucf.qualtrics.com/jfe/form/SV\\_cUta4oSR2gFEqq2](http://ucf.qualtrics.com/jfe/form/SV_cUta4oSR2gFEqq2). For questions regarding registration, contact Debbi Nicolosi at [tats-fiu@ucf.edu](mailto:tats-fiu@ucf.edu).

## **Informational Items**

### **Position Available in the Statewide Florida Diagnostic & Learning Resources System (FLDRS)**

FLDRS, a discretionary project of BESE is seeking an exceptional student education (ESE) special projects administrator. This position is located at the North East Florida Educational Consortium. The application deadline will remain open until the position is filled. To view the

position announcement and job description and to apply, see the attached documents and go to <https://www.putnamschools.org/page/job-vacancies>.

- Filename: Vacancy Notice for Administrator ESE Special Projects
- Filename: Administrator ESE Special Projects

**Victoria Gaitanis**  
**Bureau Chief**



For more information, contact  
850-245-0475

# ***APPLICATION OF POSITION VACANCY***

**Putnam County Public Schools**

200 Reid Street Palatka, Florida 32177

**APPLICATION DEADLINE: Until Filled**

**POSITION TITLE: Administrator, ESE Special Projects**

**JOB LOCATION: NEFEC** (This position is with the statewide FDLRS Administration/HRD Project located at the North East Florida Educational Consortium.)

**DATE OF VACANCY: Immediately**

**JOB DESCRIPTION: See Attached**

**MINIMUM QUALIFICATIONS:** Master's Degree from an accredited college or university; Valid Florida teaching certificate in Exceptional Student Education; Minimum of five (5) years experience in ESE Administration; Minimum of five (5) years teaching experience in ESE; Valid Florida Driver's License; Satisfactory criminal background check and drug screening.

**Pay Grade 3** – salary range \$70,000 - \$109,060

***\*\*ONLY SELECTED APPLICANTS WILL BE INTERVIEWED\*\*  
INTERVIEW TO BE SCHEDULED WITH THE DEPARTMENT HEAD:***

**Marsha Hill**

**VETERANS PREFERENCE AVAILABLE UPON REQUEST**

**HOW TO APPLY:** Complete a Putnam County District School Board online application.

**NOTE TO APPLICANT:** Applications will not be accepted after the application deadline.

**AFFIRMATIVE ACTION – EMPLOYMENT:** Discrimination on the basis of religion, race, national origin, color, handicap, sex, age, marital status, or parental status is prohibited in the recruitment, hiring, assigning, promotion, paying, demoting, or dismissal of employees of the District school Board of Putnam County.

**DISTRIBUTION:** Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Nassau, Putnam, St. Johns, Suwannee, Union, P.K. Yonge School, FSDB 06/10/21

**FOR CURRENT POSITIONS VISIT**

**<https://www.putnamschools.org/page/job-vacancies>**

**EQUAL OPPORTUNITY EMPLOYER**

**NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM**  
**ADMINISTRATOR, ESE SPECIAL PROJECTS**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- \* (1) Master's Degree from an accredited college or university.
- \* (2) Valid Florida teaching certificate in Exceptional Student Education.
- \* (3) Minimum of five (5) years experience in ESE Administration.
- \* (4) Minimum of five (5) years teaching experience in ESE.
- \* (5) Valid Florida Driver's License.
- \* (6) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work cooperatively with individuals and groups. Ability to develop concepts and ideas and relate them in both written and oral form. Ability to initiate and maintain rapport with state department officials, statewide networks, community agencies and universities. Ability to organize and conduct meetings and workshops, to communicate, plan and disseminate precise information and interpretation of technical issues related to exceptional student education. Knowledge of current trends and research in all areas of exceptional student education, issues related to exceptional education curriculum, instructional techniques, regulations, statutes, policies, special programs and procedures affecting individuals with disabilities. Knowledge of federal state and local exemplary practices in exceptional student education. Familiarity with statewide implementation of programs related to exceptional student education, databases and national, state and local resources.

**REPORTS TO:**

Director of Instructional Services

**JOB GOAL**

To supervise and facilitate the implementation of special projects related to exceptional student education at the state, regional and local levels.

**SUPERVISES:**

Project Staff  
 Administrative Assistant

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Provide overall coordination of established project activities, including grant development and management of 19 FDLRS Associate Centers' activities, statewide professional development initiatives and online learning programs.
- \* (2) Coordinate programs and services with Advisory Boards and established councils to meet identified project goals.
- \* (3) Develop, conduct and/or facilitate staff development activities related to exceptional student education programs, services and project goals throughout the state and for Florida DOE.

**ADMINISTRATOR, ESE SPECIAL PROJECTS (Continued)**

- \* (4) Provide technical assistance in leadership, programming and related to ESE activities and services.
- \* (5) Direct and coordinate planning to involve Florida DOE, staff, agencies, districts, university and other agency personnel.
- \* (6) Plan, initiate, conduct and evaluate project activities related to exceptional student education for FDLRS Administration Project, additional statewide professional development initiatives, and locally delivered activities provided by the FDLRS Associate Centers.
- \* (7) Facilitate the delivery of project related services and activities throughout Florida.
- \* (8) Establish and manage all financial and budgetary matters.
- \* (9) Assist state and district personnel in identifying efforts in recruitment and retention of exceptional student education teachers.
- \* (10) Facilitate conversion of project staff development activities to online delivery.

**Inter/Intra-Agency Communication and Delivery**

- \* (11) Review and coordinate activities with other state and exceptional student education initiatives.
- \* (12) Work effectively through collaboration and coordination with Advisory Committees, oversight committees, Florida DOE personnel and state, regional and local contacts.
- \* (13) Represent exceptional student education interests on various advisory Committees.
- \* (14) Establish and maintain lines of communication with appropriate Florida DOE personnel, district and community personnel relative to the established project goals and activities to ensure information exchange, coordination and support.
- \* (15) Use effective communication strategies to interact with a variety of audiences.
- \* (16) Supervise and coordinate all aspects of designated special projects.

**Professional Growth and Improvement**

- \* (17) Facilitate, present, plan and attend state and national conferences and meetings relevant to exceptional student education.
- \* (18) Coordinate and collaborate with Florida DOE, statewide networks and University personnel to assist in professional development preparation in the area of exceptional student education.
- \* (19) Facilitate the development, implementation and evaluation of staff development activities.
- \* (20) Keep well-informed about trends and best practices in ESE.
- \* (21) Maintain a network of peer contacts in related fields.
- \* (22) Promote and support the professional growth of self and others.
- \* (23) Attend training sessions, conferences and workshops related to project goals and to remain current in exceptional student education programs and services.
- \* (24) Develop annual goals related to project implementation.

**Systemic Functions**

- \* (25) Complete all required reports in a timely manner.
- \* (26) Maintain and monitor all required records and files related to project activities, including grant development and management and management of 19 FDLRS Associate Centers' activities, statewide professional development initiatives and online learning programs.
- \* (27) Plan, implement and analyze the development of project activities through the collaboration with targeted state, regional and local personnel.
- \* (28) Develop products related to project goals and activities.
- \* (29) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.

**ADMINISTRATOR, ESE SPECIAL PROJECTS (Continued)**

- \*(30) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \*(31) Adequately plan all program and organizational functions within reasonable timeframes.
- \*(32) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.

**Leadership and Strategic Orientation**

- \*(33) Assist in the development of activities designed to achieve priority goals identified in the FDLRS Administration Project and 19 FDLRS Associate Centers, the Professional Development Alternatives Statewide online learning initiative, online review modules, and other targeted Florida DOE activities.
- \*(34) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering of services and evaluation of activities.
- \*(35) Provide leadership, direction and coordination of initiatives which support the specified project goals and objectives and the FDLRS Administration Project and 19 FDLRS Associate Centers, the Professional Development Alternatives Statewide online learning initiative, online review modules, and other targeted Bureau of Education for Exceptional Students activities.
- \*(36) Coordinate oversight committee and support teams to ensure the achievement of project goals.
- \*(37) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(38) Assist in the development of NEFEC's goals and Areas of Focus.
- \*(39) Demonstrate initiative in the performance of assigned responsibilities.
- \*(40) Provide oversight and direction for cooperative planning with other agencies.
- \*(41) Perform other tasks consistent with the goals and objectives of this position.

**Worksite Service Standards**

- \*(42) Exhibit a positive and flexible attitude.
- \*(43) Foster and develop a professional image.
- \*(44) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \*(45) Exhibit compassion and humility.
- \*(46) Promote a passion for learning and growing.
- \*(47) Demonstrate initiative.
- \*(48) Exhibit the ability to multitask and problem solve.
- \*(49) Translate organizational purpose into observable behavior.

**Assessment and Other Services**

- \*(50) The use of the adopted performance appraisal system to improve practice.
- \*(51) The accurate and timely filing of all applicable reports.  
The completion of professional development activities as appropriate.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. (Must be able to do extensive driving.)

Job Description Supplement 03

**ADMINISTRATOR, ESE SPECIAL PROJECTS (Continued)**

**TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.  
Compensation based on Pay Grade 3.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.